



**Classification:** Criminalist II (CODIS)

**Title Code:** V00516

**Pay Range:** 24

**POSITION SUMMARY:** This is a responsible professional and technical position. Work includes performing complex and technical work in the collection and scientific analysis of biological samples for DNA profiling of offenders under Missouri statutes using current DNA techniques. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work with considerable independence within the framework of established procedures and policies.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Under minimal supervision an employee:

Participates in the proficiency testing program of the section.

Regularly performs DNA analysis on biological samples from offenders, interprets results with analytical software and enters DNA profiles into CODIS (Combined DNA Index System).

Collects and/or receives biological samples from offenders, evaluates them for acceptance, and enters them into a LIMS (Laboratory Information Management System).

Trains law enforcement and corrections employees on the proper methods of collection, preserving and documenting the collection of DNA samples.

Performs comprehensive reviews of arrests, prosecutor and court actions, and sentencing information to ensure the legality, completeness, and accuracy of offender DNA records.

Learns about the flow of cases through the criminal justice system with an understanding of the operation of local and state criminal justice agencies.

Responds to requests from other agencies and laboratories regarding CODIS.

Assists with monitoring the offender databases for accuracy and completeness.

Properly operates sensitive and complex scientific instrumentation and equipment; performs maintenance, troubleshooting and repair of instruments and equipment; advises supervisor of any need for repair; performs proper quality control checks for repaired and new equipment.

Assists with research, development and application of methods and/or techniques to upgrade unit's capability; participates in validation studies.

Performs work in accordance with all applicable quality assurance standards.

Assists with training unit's new employees to analyze DNA samples.

Develops and provides technical and scientific presentations to law enforcement and corrections personnel, attorneys and other scientists.

Reviews and assists in revising standard operating procedures, training, quality control, and safety manual, etc., within the CODIS discipline.

Routinely testifies as an expert witness in a court of law while maintaining composure and objectivity under intense cross-examination.

Regularly works with a variety of potentially hazardous materials (e.g., HIV or hepatitis contaminated biological evidence).

Maintains report files; issues periodic and special reports as assigned.

Operates standard office equipment (i.e., personal computer, telephone, fax machine, copier, calculator, etc).

Performs job-related travel as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the procedures and methods used in the collection and scientific analysis of biological samples using the Polymerase Chain Reaction, Short Tandem Repeats, and electrophoresis.

Knowledge of the conditions of the Missouri Statute regarding DNA profiling of offenders.

Knowledge and practice of safety rules and procedures associated with laboratory equipment and chemicals.

Knowledge of the proper use of laboratory equipment, computer and photography equipment, and chemicals.

Knowledge of collection, examination, comparison, and preparation of evidence.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to recognize and identify minute details.

Ability to assist other criminalists and laboratory technicians in DNA analysis.

Ability to prepare reagents and standards as prescribed in the appropriate procedure and quality manuals.

Ability to communicate professionally with criminal justice agencies in reference to offender sample collection, eligibility and DNA processing issues.

Ability to generate and receive requests for information from a variety of individuals reference DNA analysis.

Ability to assist in developing methods and/or techniques to upgrade laboratory capabilities.

Ability to review and assist with the revision of manuals.

Ability to assist in educating individuals reference forensic science.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to compile and prepare information for presentation (e.g. mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.)

Ability to maintain composure while under cross-examination in regards to personal and scientific qualifications and testify to laboratory findings in court.

Ability to work with restricted, highly sensitive information in a confidential and professional manner.

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be biohazardous or of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job-related travel (e.g., appearing in court, assisting crime scene investigations, attending training meetings and seminars, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess a bachelor's degree (or equivalent) or an advanced degree in biology, chemistry, or a forensic science related field; coursework must include 20 semester hours in biology and shall have successfully completed college course work (graduate or undergraduate level) in biochemistry, genetics, and molecular biology totaling at least nine semester or equivalent credit hours. These courses must comply with the current FBI Quality Assurance Audit Document. Coursework and/or training in statistics and population genetics are recommended. A minimum acceptable grade of C or equivalent in the core biology courses is required.

AND

Possess two years of experience as a Criminalist I - CODIS, or comparable experience.

**NECESSARY SPECIAL REQUIREMENTS:** Possess or be able to obtain and maintain a valid Missouri Driver license.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must successfully complete a twelve-month probationary period upon employment.

Must submit to periodic random drug testing.

If applicable to the assigned forensic discipline, possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

If applicable, possess or obtain and maintain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.